

To:

Andrea.M.Labik@wv.gov,

Cc:

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Bcc:

Subject:

Fw: SDWA Lab and Program On-sites

From:

Joe Slayton/ESC/R3/USEPA/US - Wednesday 07/25/2012 04:56 PM

Dr. Labik: Just wanted to send a friendly reminder that we requested back in March to have the presurvey packages (Chem and Micro) completed and returned by August 14th. Still plenty of time. Also, please do provide the requested material as electronic files if possible. If not please use a UPS/FedEx etc so that delivery is timely and so that we can trace the package.

----- Forwarded by Joe Slayton/ESC/R3/USEPA/US on 07/25/2012 04:56 PM -----

From: George Long/ESC/R3/USEPA/US

To: Joe Slayton/ESC/R3/USEPA/US@EPA

Date: 07/25/2012 04:54 PM

Subject: Fw: SDWA Lab and Program On-sites

George Long, NAHE SEE
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----- Forwarded by George Long/ESC/R3/USEPA/US on 07/25/2012 04:53 PM -----

From: Joe Slayton/ESC/R3/USEPA/US

To: Andrea.M.Labik@wv.gov

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Date: 03/30/2012 12:58 PM

Subject: SDWA Lab and Program On-sites

Dear Dr. Labik:

I would like to schedule the next SDWA on-site assessment.

What: SDWA on-site assessment of the West Virginia Department of Health (WV DH) laboratory that includes a data audit (checking analytical results from sample log-in, bench records and the instrument printouts to the final reported results). This will include microbiology and chemistry. The inspection will focus on SDWA analytical work and will not include NPDES. In addition, the WV DH's SDWA Laboratory Certification program will be reviewed.

When: September 18-19, 2012 (beginning at 9 AM on Tuesday 9/18/12) for the laboratory assessment, with the closing meeting Wednesday afternoon or upon completion.

The review of WV DH's SDWA Laboratory Certification program will be conducted on Thursday 9/20/12 with close-out Friday. The review will focus on program documentation, laboratory file records, interviews, and will include observation of a WV DH Laboratory assessment.

Who (Inspection Team): David Russell (microbiology), Robin Costas, George Long, and Joseph Slayton (inorganic chemistry). George Long and Joe Slayton also will review the laboratory's quality system and WV DH's Lab Certification Program. If organic chemistry methods are in place, Eric Graybill will perform the on-site for organic methods. Susan Warner will assist with the review of data from organic analyses but will not be traveling to the laboratory. In addition, Wanda Johnson, the EPA drinking water program manager for West Virginia, may attend the opening and closing sessions via teleconference.

Preparation: The pre-survey forms (attached) include items to be provided prior to the on-site assessment. By so doing, the on-site will be facilitated and be less disruptive of the laboratory. The forms need to be completed and returned electronically. The laboratory's quality manuals and SOP are most useful if provided in .doc or searchable .pdf format. Data requested by the pre-survey ideally would be provided as .pdf format, but if this is too costly or time consuming may be shipped by courier service. To maximize the usefulness to the team, we request that the pre-survey material be provided August 14, 2012. If organic analyses will be included in your requested scope of certification, we request that you let us know as soon as possible (no later than July 14, 2012), to allow travel and workload arrangements. Also, it is suggested that you review the last on-site assessment reports and any follow-up reports and verify completion of any necessary corrective actions.

Please schedule an on-site assessment for drinking water microbiology in or near Charleston. Ideally this would be September 20th so we could close-out at your facility on the 21st.

If you have any questions please call me at 410-305-2653 or E-mail.

Thanks, Joseph Slayton, OASQA Senior Scientist

